

Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140174-0

CONTROL NO.

DDG/OTR/ISS - 47

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

Edited Dictionary Transactions-Agency Training Record

2. TYPE  
OF  
REPORT

STATISTICAL

NARRATIVE

xx MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

xx TRAINING

LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

1

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Quarterly

6. DISTRIBUTION (No. of components not number of copies)

1

7. FORMAT (memorandum, form computer print-out, etc)

8. ADP PROCESSING

xx YES

IF YES GIVE ADP PROCESSING NO.

NO

600A

9. DIRECTIVE AUTHORITY REQUIRING REPORT

HR

25X1

10. PREPARING COMPONENT (include lowest level contributing information to report)

Prepared by OCS

Input by OTR/ISS/AIR

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

None

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
11	6.50		1		6.50		4		26.00
8	4.90		1		4.90		4		19.60
4	3.20		2		6.40		4		25.60
3	2.70		24		64.80		4		259.20
									\$330.40

## B. COSTS OF COMPUTER PRODUCED REPORTS

Dec	12 Pages @ 5¢ per page =	.60
March	2 Pages @ 5¢ per page =	.10
June	1 Page @ 5¢ per page =	.05
		.75

TOTAL COSTS PER YEAR

\$331.15

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

- 1 - Basic part of Agency Training Record
- 2 - Used to complete coding data for all input to ATR.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

☒ RETAIN AS IS ☐ OTHER (explain)

☐ CHANGE

☐ DISCONTINUE

MAN-HOURS

DOLLARS

0

STAT

16. DATE OF INVENTORY

9 OCT 1978

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

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FORM 9-70

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Classification

(22-36-43)